

**Westport Central School District
Regular Board of Education Meeting**

Place: Library

Thursday, October 9, 2008

Time: 6:30 PM

MINUTES

1. Call to Order

at: 6:38 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ Kathleen carterMartinez

√ David Goldwasser

√ Dwayne Stevens

√ Jim Carroll

B. Introduction of Attendees

Also Present: Karen B. Tromblee, Superintendent

Jana Atwell, District Clerk

Michele Friedman, Vice Principal

Cindy Moody, District Treasurer

Robert King, Supt. Buildings & Grounds

Visitors: Ulrich (Rick) Hoffman

Austin Martin

Devin Martin

Kimberly Matthews

Laura Napper

Cheryl Phillips

Barbara Dwyer

Daniel McCormick

C. Pledge of Allegiance

2. Public Comment (5 minutes)

Our agenda offers two Public Comment sections, one at the beginning of the meeting and the other at the end. At this time we have set aside a 5 minute period giving anyone in the audience time to share their thoughts with us. Your opinions, ideas and concerns will be considered and taken under advisement. Questions or concerns needing an explanation or further information will be addressed at our next regular meeting.

Mr. Ulrich Hoffman stated his interest was sparked to attend this evening's meeting based upon the press advertisement that field trips would be addressed. Discussion ensued regarding field trips and the financial (tax) impact the school has on the community. He requested the Board remain mindful of the financial concerns of the community.

3. Review of Management Letter

Areas addressed in the management letter included the transition to FEH BOCES for district treasurer services, budget expenditures, GASB 45 compliance with post retirement benefits, the repair reserve and the extracurricular activity fund.

4. Review and Discussion of District's Fiscal Operations

The following recommendations were presented which included the monitoring and management of the FEH BOCES transition, monitoring expenditures so that they do not exceed \$5,000,000 creating a need to contract for the services of an internal auditor, continue discussion and contract with BOCES regarding GASB 45 compliance, consider increasing the cap of the repair reserve to allow for funding with more appropriate dollar values, the enforcement by the Extracurricular Activity Fund Treasurer of supporting documents within the extracurricular activity fund and the use of supporting software (WINCAP) to its complete ability.

5. Review Auditor's Assessment of District's System of Internal Controls

The system of internal controls was reviewed by Ms. Dwyer and shared with the Board.

6. Receipt and Review of the Draft Annual Audit Report

Ms. Dwyer distributed the completed financial report for the year ending June 30, 2008 to the members of the Board.

7. Recommendation to Accept the Annual Audit Report Prepared by Barbara Dwyer, CPA for the Fiscal Year Ending June 30, 2008

BE IT RESOLVED that the Superintendent of Schools recommends to the Board of Education the acceptance of the Report of Audited Financial Statements prepared by Barbara Dwyer, Certified Public Accountant for the fiscal year ending June 30, 2008.

Motion: Jim Carroll Seconded: David Goldwasser Yes: 5 No: 0 Abstain: 0 **Accept**

8. Review Corrective Action Plan (if any)

Recommendations for corrective action include:

- The transition to FEH BOCES will be monitored by several people/positions through daily contact via phone, fax, email, the WINCAP financial software. Joint meetings will continue as needed.
- The 2009-2010 budget will outline the needs of oversight with regard to exceeding the \$5 million dollar threshold thus requiring additional auditing. All members of the BOE have completed their fiscal training.
- WCS is aligning itself to be in compliance with the GASB 45 requirements via CVES BOCES.
- The Board of Education will act on increasing the Repair Reserve to \$90,000 and will continue to discuss throughout the budget process the need to increase the cap in order to meet the economic demands.
- The Extracurricular Activity Fund Treasurer has completed the NYSSBA professional development to align the position and its function and will be using the WINCAP software to maintain the account procedures. Professional development in this area will continually be offered to the Extracurricular Activity Fund Treasurer.

9. Spotlight on Education – WCS Website - Adam Facticeau, Business Teacher & Web Design Students
Due to absence this item will be placed on the November agenda.

10. CSE Recommendations

1) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student number 000000822 as presented September 16, 2008 be amended to student number 504-02-09. (Recommendation attached.)

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

2) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student number P01-08-09, P02-08-09, 007-06-07, 002-08-09 and 001-04-05. (Recommendations attached.)

Motion: Dwayne Stevens Seconded: David Goldwasser Yes: 5 No: 0 Abstain: 0 **Accept**

11. Reports/Presentations

A. Superintendent's Report – Karen Tromblee

Steinway Piano – A letter (including a copy of the purchase order) was sent to Mr. Hilbert regarding the Steinway piano. Mr. Hilbert advised that the piano repair will be completed and delivered within the next few weeks.

NYSCOSS Conference – Superintendent Tromblee presented the highlights from the New York State Council of School Superintendents (NYSCOSS) conference she recently attended.

Tax Collector Report – As of the close of business October 8, 2008 taxes collected totaled \$2,090,306.38 which represents \$12,264.33 collected less than this time last year.

State Aid – It can be assumed that state aid to be received will resemble what was received for the 2006-2007 school year.

Student Art on Exhibit – Congratulations to Nancy Armitage. Her artwork was chosen for display at the Saratoga Hotel and Conference Center during the NYS Council of School Superintendents Student Art Exhibit.

B. District Treasurer's Report – Cindy Moody

- A user's group meeting was held recently with superintendents from WCS, ELCS and St. Regis Falls, and FEH BOCES representatives Mr. Schafer, Mr. Swanston, Stephanie Bannon, Rosemary Racine and Cindy Moody. These meetings have proven to be very beneficial.

- A new assistant has been hired to work with Cindy.

- State reports are currently being worked on and are top priority.

- There have been no financial reports presented to the Board due to the rollover of the financial systems.

C. Superintendent of Buildings & Grounds Report – Robert King

- The annual visual inspection was completed by Mr. Thatcher with a recommendation for an architect to examine the chimney as soon as possible as it is a safety issue.

Resolved that the Board of Education authorizes Superintendent Tromblee to retain a consultant to review points of concern (i.e. chimney) throughout the building and grounds.

Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0 **Accept**

- Mr. King and Superintendent Tromblee recently met with a representative from Siemens to review the boiler and heating system. Siemens would like to continue with a further review for energy reserve at a cost yet to be determined.

D. Board Committee Reports

Joint Study (September 17, 2008) – Reviewed the opening Superintendent Days. Concerns were voiced regarding the lack of availability of a treasurer within the building. Discussed the shift of teaching practices, technology, palpable changes in the way students function and the different ways to reach students, and making history events more relevant in today's world.

Shared Decision (October 1, 2008) – Focus will be on attendance and tardiness with consequences being the same for all extracurricular activities as they are for athletics.

Buildings & Grounds/Safety Committee (October 8, 2008) – Reviewed safety of fields (located at WCS), discussed upcoming lockdown drill and changes in procedure, and other areas of concern within the building and surrounding grounds.

Technology Committee (October 9, 2008) – Software licensing is up-to-date. Teachers now have access to Front Page however a refresher course may be needed. Discussed technology inventory management and protocol to maintain inventory.

Youth Commission – Discussion included providing a link between the school website and the Youth Commission, providing two student representatives to sit on the Youth Commission Board, a bus request for ski season and the upcoming ski swap.

12. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on

- **September 16, 2008** (Regular Meeting)
- **September 25, 2008** (Audit Committee & Special Meeting)

Motion: Jim Carroll Seconded: David Goldwasser Yes: 5 No: 0 Abstain: 0 **Accept**

13. Unfinished Business

A. Twenty Day Emergency Fingerprint Clearance

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of a twenty day emergency conditional fingerprint clearance for the following:

- Kathleen Desjardins
- Jennifer Fields
- Bridget Simpson
- Michael Bennett

Motion: David Goldwasser Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0 **Accept**

14. New Business

A. Personnel

1. Extracurricular Appointments – Tyler, McKinley, Monaghan, G. Carroll, J. Carroll, Schwoebel

a) Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of Michael Tyler as the Boys' Junior Varsity Basketball Coach for the 2008-2009 school year at the stipend per the current Westport Education Association Contract.

Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0 **Accept**

b) Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of Thomas McKinley as the Girls' Varsity Basketball Coach for the 2008-2009 school year at the stipend per the current Westport Education Association Contract.

Motion: Dwayne Stevens Seconded: David Goldwasser Yes: 5 No: 0 Abstain: 0 **Accept**

c) Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of Alyson Monaghan as a Co-Coordinator of the Talent Show for the 2008-2009 school year at the stipend per the current Westport Education Association Contract.

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

d) Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of Gigi Carroll as the Co-Advisor of the Drama Club

for the 2008-2009 school year at the stipend per the current Westport Education Association Contract.

Motion: David Goldwasser Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0 **Accept**

e) Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of Jim Carroll as a Co-Advisor of the Drama Club for the 2008-2009 school year on a pro-bono basis.

Motion: Kathleen carterMartinez Seconded: David Goldwasser Yes: 4 No: 0 Abstain:1-Carroll
Accept

f) Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of Jeffery Schwoebel as the Girls' Junior Varsity Basketball Coach for the 2008-2009 with a twenty day emergency fingerprint clearance pending receipt from Central Registry at the stipend per the current Westport Education Association Contract.

Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

2. Request to End Employment (none at this time)

3. Intent to Retire (none at this time)

4. Tenure (none at this time)

5. Child Rearing Leave (none at this time)

6. Leave of Absence Request - Mitchell

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of a medical leave of absence as requested by Ann Mitchell effective October 10, 2008 through January 31, 2009 in accordance with Article 10, Section 2.A.3 of the current contract.

Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

7. Appointment – Welch

Resolved that the Superintendent of Schools recommends to the Board of Education the re-appointment of Amy Welch as a (certified) long-term substitute teacher at a daily rate of \$100 to cover the extended leave of absence for Ann Mitchell through January 31, 2009 (emergency clearance on file).

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

8. Termination (none at this time)

9. Elimination of Position (none at this time)

B. Miscellaneous

1. Montreal Field Trip & Any Other Long Distance Trip – Discussion

Discussion ensued regarding all field trips and the need for parameters and guidance for the superintendent to approve or disapprove trips based upon the current economy and WCS budget. A recommendation was made to establish a task force comprised of Board members, staff, administration and students to review creative alternatives to allow trips to continue.

2. State Aid Recovery Service – Discussion

Information was provided regarding an opportunity to have state aid filings reviewed by the Management Advisory Group of N.Y., Inc. in order to recover state aid that may due to our District. Superintendent Tromblee advised that she will review this service further.

C. Policy

1. Additional Procedures for Identifying Students With Learning Disabilities – 3rd Reading
Resolved that the Superintendent of Schools recommends to the Board of Education the adoption of new Policy #7651 *Additional Procedures for Identifying Students with Learning Disabilities*. (Policy attached.)

Motion: Kathleen carterMartinez Seconded: David Goldwasser Yes: 5 No: 0 Abstain: 0 **Accept**

2. Professional Certification: 175 Hours of Professional Development Requirement – 2nd Reading

3. Diagnostic Screening of Students (Policy #7121) – Revision
Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7121 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

4. Leaves of Absence (Policy #6550) – Revision
Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #6550 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

5. Determination of Employment Status: Employee or Independent Contractor – 1st Reading

6. School District Standards and Guidelines for Web Page Publishing – 1st Reading

15. Additional Items to Discuss

None at this time.

16. Public Comment (5 minutes)

Floor was opened for public comment, none voiced.

17. Executive Session

(#6)The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

In: 9:15 PM Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0
Accept

Out: 10:26 PM Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0
Accept
No action taken.

18. Adjournment

Time: 10:27 PM Motion: David Goldwasser Seconded: Dwayne Stevens

Next Meeting: Thursday, November 13, 2008 Regular Meeting 6:30 PM Library

Date approved by the Board of Education: November 13, 2008

Jana Atwell, District Clerk